

**KAPIOLANI COMMUNITY COLLEGE**  
**DLIR/WDD 2015-01, ETF #12**  
**Training Matrix**

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IV. Training Activity		V.		VI. Schedule	VII. Price			VIII. Certification offered? YES/No
Program Area	Course Title	Duration in hours	Duration in Weeks		Tuition Price	State Discount Rate (%) & Cost per unit	Total Tuition and, if applicable, tax inclusive*	
Food Industry/ Service	Basic Knife Skills	4	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$90	N/A	<b>\$90.00</b>	No
Food Industry/ Service	Online Food Safety and Sanitation	16	6	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$265	N/A	<b>\$265.00</b>	NRA ServSafe Certificate
Food Industry/ Service	Food Safety: 16-Hour Sanitation Program	16	2	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$265	N/A	<b>\$265.00</b>	NRA ServSafe Certificate
Food Industry/ Service	Food Safety: 16-Hour Sanitation Program	16	2	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$200	N/A	<b>\$200.00</b>	NRA ServSafe Certificate
Food Industry/ Service	Food Safety: 8-Hour Sanitation Program	8	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$180	N/A	<b>\$180.00</b>	NRA ServSafe Certificate
Health Industry Training	ARCH for RN's and LPN's	16	2	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$215	N/A	<b>\$215.00</b>	N/A
Health Industry Training	ATI Test of Essential Academic Skills	4	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$102	N/A	<b>\$102.00</b>	N/A
Health Industry Training	Active Aging: Transfer Workshop for Home Care Workers, CNAs and Family Caregivers	3	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$45	N/A	<b>\$45.00</b>	N/A
Health Industry Training	Active Aging: Aging & Older Adults-A Brief Introduction and Practice Approach (on-line class)	24	7	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$200	N/A	<b>\$200.00</b>	Certificate of Professional Development
Health Industry Training	Schmieding Home Care Level I Elder Pal	25	2	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$365	N/A	<b>\$200.00</b>	Certificate of Professional Development
Health Industry Training	Schmieding Home Care Level II Personal Care Asst.	25	2	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$365	N/A	<b>\$200.00</b>	Certificate of Professional Development
Health Industry Training	Schmieding Home Care Level III Home Care Asst.	35	3	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$445	N/A	<b>\$250.00</b>	Certificate of Professional Development

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<b>Program Area</b>	<b>Course Title</b>	<b>Duration in hours</b>	<b>Duration in Weeks</b>		<b>Tuition Price</b>	<b>State Discount Rate (%) &amp; Cost per unit</b>	<b>Total Tuition and, if applicable, tax inclusive*</b>	
Health Industry Training	Schmieding Home Care Dementia & Alzheimer's Disease Training	16	2	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$180	N/A	<b>\$125.00</b>	Certificate of Professional Development
Health Industry Training	Mammography for Radiologic Technologists	30	3	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$749	N/A	<b>\$749.00</b>	N/A
<b>Health Industry Training C3T</b>	Massage: Foot Reflexology	45	10	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$450	N/A	<b>\$450.00</b>	Certificate of Competence
<b>Health Industry Training C3T</b>	Massage: Massage for the Medically Frail	15	2	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$200	N/A	<b>\$200.00</b>	Certificate of Competence
<b>Health Industry Training C3T</b>	Massage: Massage for People Living with Cancer	24	2	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$390	N/A	<b>\$390.00</b>	Certificate of Competence
<b>Health Industry Training C3T</b>	Massage: Lomi Lomi	51	8	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$490	N/A	<b>\$490.00</b>	Certificate of Competence
<b>Health Industry Training C3T</b>	Massage: Your Body and Your Health 2	24	4	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$220	N/A	<b>\$220.00</b>	Certificate of Competence
<b>Health Industry Training C3T</b>	Massage: Your Body and Your Health 3	30	5	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$320	N/A	<b>\$320.00</b>	Certificate of Competence
<b>Health Industry Training C3T</b>	Massage: Your Body and Your Health 4	30	5	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$320	N/A	<b>\$320.00</b>	Certificate of Competence
<b>Health Industry Training C3T</b>	Massage Practice 2	45	9	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$430	N/A	<b>\$430.00</b>	Certificate of Competence
<b>Health Industry Training C3T</b>	Massage Clinical Internship I	50	12	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$320	N/A	<b>\$320.00</b>	Certificate of Competence
Health Industry Training	Math for Nurses	4	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$25	N/A	<b>\$25.00</b>	N/A
Health Industry Training	Medical Terminology	32	4	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$395	N/A	<b>\$395.00</b>	N/A

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<b>Program Area</b>	<b>Course Title</b>	<b>Duration in hours</b>	<b>Duration in Weeks</b>		<b>Tuition Price</b>	<b>State Discount Rate (%) &amp; Cost per unit</b>	<b>Total Tuition and, if applicable, tax inclusive*</b>	
Health Industry Training	Medical Transcription Online Program Module 1	215	12	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$1,025	N/A	<b>\$1,025.00</b>	N/A
Health Industry Training	Medical Transcription Online Program Module 2	215	12	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$675	N/A	<b>\$675.00</b>	N/A
Health Industry Training	Medical Transcription Online Program Module 3	190	12	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$675	N/A	<b>\$675.00</b>	N/A
Health Industry Training	Nursing Clinical Lab Skills	4	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$25	N/A	<b>\$25.00</b>	N/A
Health Industry Training	Nursing Test Taking Strategies	2	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$25	N/A	<b>\$25.00</b>	N/A
Soft Training	Essential Verbal Communication Skills Series	9	3	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$255	\$240	\$255.00	Certificate of Professional Development
Soft Training	Essential Verbal Communication Skills Series: "Communciation is the secret to success...pass it	3	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$90	\$85	\$90.00	Certificate of Professional Development
Soft Training	Essential Verbal Communication Skills Series: "That's what I said, but it's not what I meant."	3	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$90	\$85	\$90.00	Certificate of Professional Development
Soft Training	Essential Verbal Communication Skills Series: "It's not what you say, but HOW you say it."	3	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$90	\$85	\$90.00	Certificate of Professional Development
Soft Training	Non-Verbal Communication Skills Series	9	3	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$255	\$240	\$255.00	Certificate of Professional Development
Soft Training	Non-Verbal Communication Skills Series: "Perception is Reality?"	3	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$90	\$85	\$90.00	Certificate of Professional Development
Soft Training	Non-Verbal Communication Skills Series: "Listening: The Forgotten Skill"	3	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$90	\$85	\$90.00	Certificate of Professional Development

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Soft Training	Non-Verbal Communication Skills Series: "Handling Conflict: An All-Year Resolution"	3	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$90	\$85	\$90.00	Certificate of Professional Development
Soft Training	Review of Business Grammar	6	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$185	\$95	\$185.00	No
Soft Training	Advanced Grammar Review	6	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$185	\$95	\$185.00	No
Soft Training	Advanced Business Writing (4 Hours)	4	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$140	\$0	\$140.00	No
Soft Training	Advanced Business Writing	8	2	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$185	\$95	\$185.00	No
Soft Training	Business Writing - Memos and E-Mail Messages	6	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$185	\$95	\$185.00	No
Soft Training	Basic Project Management	8	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$165	\$145	\$165.00	No
Soft Training	Time Management	8	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$125	\$105	\$125.00	No
Soft Training	Team Building	8	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$125	\$105	\$125.00	No
Soft Training	Fundamentals of Management	24	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$450	\$250	\$450.00	Certificate of Professional Development
Soft Training	Introduction to Supervision Series	16	2	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$300	\$185	\$300.00	Certificate of Professional Development
Travel Industry Training	Ho'okipa Me Ke Aloha - Module I	2	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$80	N/A	<b>\$80.00</b>	N/A

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<b>Program Area</b>	<b>Course Title</b>	<b>Duration in hours</b>	<b>Duration in Weeks</b>		<b>Tuition Price</b>	<b>State Discount Rate (%) &amp; Cost per unit</b>	<b>Total Tuition and, if applicable, tax inclusive*</b>	
Travel Industry Training	Ho'okipa Me Ke Aloha - Module II	2	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$80	N/A	<b>\$80.00</b>	N/A
Travel Industry Training	Ho'okipa Me Ke Aloha - Module III	2	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$80	N/A	<b>\$80.00</b>	N/A
Travel Industry Training	Ho'okipa Me Ke Aloha - Module IV	2	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$80	N/A	<b>\$80.00</b>	N/A
Travel Industry Training	Ho'okipa Me Ke Aloha Series (up to 4 weeks)	8	varies by schedule	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$230	N/A	<b>\$230.00</b>	N/A
Travel Industry Training	Konohiki me ke Aloha	8	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$230	\$215	<b>\$230.00</b>	N/A
Travel Industry Training	Certified Spa Supervisor	33	11	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$1,400	N/A	<b>\$1,400.00</b>	YES-AHLA
Travel Industry Training	Certified Hospitality Housekeeping Executive (up to 14 weeks)	42	varies by schedule	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$785	N/A	<b>\$785.00</b>	YES-AHLA
Soft Training	Japanese Business Protocol	3	1	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$55	N/A	<b>\$55.00</b>	N/A
Travel Industry Training	Certified Hospitality Supervisor Certification (5-week series)	30	5	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$1,100	N/A	<b>\$1,100.00</b>	YES-AHLA
Travel Industry Training	Certified Hospitality Supervisor Certification (up to 10 weeks)	30	varies by schedule	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$1,100	N/A	<b>\$1,100.00</b>	YES-AHLA
Travel Industry Training	Professional Training for Tour Drivers and Guides (up to 4 weeks)	10	varies by schedule	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$329	N/A	<b>\$329.00</b>	N/A
Travel Industry Training	Konohiki Me Ke Aloha (2-week series)	8	2	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$230	\$215	<b>\$230.00</b>	N/A
Travel Industry Training	Konohiki Me Ke Aloha (4-week series)	8	4	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$230	\$215	<b>\$230.00</b>	N/A

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<b>Program Area</b>	<b>Course Title</b>	<b>Duration in hours</b>	Duration in Weeks		<b>Tuition Price</b>	<b>State Discount Rate (%) &amp; Cost per unit</b>	<b>Total Tuition and, if applicable, tax inclusive*</b>	<b>Certification offered? YES/No</b>
Travel Industry Training	Chinese Language and Protocol for Retailers (up to 10 weeks)	15	varies by schedule	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$225	N/A	<b>\$225.00</b>	N/A
Soft Training	Grammar - A Work in Progress (up to 4 weeks)	8	varies by schedule	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$125	\$105	<b>\$125.00</b>	No
Soft Training	Refining Your Grammar Skills (up to 4 weeks)	8	varies by schedule	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$125	\$105	<b>\$125.00</b>	No
Soft Training	Clear and Effective Business Writing (up to 4 weeks)	8	varies by schedule	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$125	\$105	<b>\$125.00</b>	No
Soft Training	Business Writing: Mastering the Message (up to 4 weeks)	8	varies by schedule	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$125	\$105	<b>\$125.00</b>	No
Soft Training	Employee Engagement (up to 8 weeks)	16	varies by schedule	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$205	\$185	<b>\$205.00</b>	No
Soft Training	Workplace Professionalism (up to 4 weeks)	8	varies by schedule	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$125	\$105	<b>\$125.00</b>	No
Soft Training	Valuing Human Differences (up to 8 weeks)	16	varies by schedule	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$205	\$185	<b>\$205.00</b>	No
Soft Training	Performance Management & Setting SMART Objectives (up to 8 weeks)	16	varies by schedule	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$205	\$185	<b>\$205.00</b>	No
Soft Training	Human Resources Overview for Managers and Supervisors (up to 8 weeks)	16	varies by schedule	See <a href="http://continuinged.kcc.hawaii.edu">http://continuinged.kcc.hawaii.edu</a>	\$205	\$185	<b>\$205.00</b>	No
Soft Training	Advanced Business Grammar and Writing Level 1	3.5	1		\$65	N/A	<b>\$65.00</b>	No
Soft Training	Culture Awareness - Introduction to the Japanese Visitor	2	1		\$70	N/A	<b>\$70.00</b>	No
Soft Training	Culture Awareness - Introduction to the Chinese Visitor	2	1		\$70	N/A	<b>\$70.00</b>	No
Soft Training	Culture Awareness - Introduction to the Korean Visitor	2	1		\$70	N/A	<b>\$70.00</b>	No